

*Approved*

***City of York Planning Commission  
January 25, 2021  
Minutes***

Members present:

Chairperson Wendy Duda  
Arthur Lowry (virtual)  
Maria Duncan  
Francine Mills (virtual)  
Matt Hickey  
Charles Brewer

Members absent:

Ron Parrish

Others present:

Planning Director Breakfield  
Zoning Administrator Blackston  
City Manager Duncan  
Mayor Mike Fuesser  
Jamie Smith  
Earl Coulston

Chairperson Wendy Duda called the meeting to order at 6:05 pm, indicated that the meeting was being held with a number of the members in-person and the remainder present virtually, verbally polled the individual Commission members to confirm attendance and stated the following:

1. Due to the COVID-19 pandemic, York City Council adopted an emergency ordinance allowing meetings to be conducted through the use of electronic, computer-based medium.
2. The City has chosen to conduct the meeting through the use of GoToMeeting.
3. The willingness of everyone to adapt to this new environment and adjust to the new format is greatly appreciated.
4. Each Commission member must individually vote by voice on each Motion (yay or nay).
5. Any Commission member that wishes to abstain from a vote must state the reason for such abstention.
6. Each person should be identified before speaking.
7. For the Commission members present virtually, each person should mute microphone unless speaking.

**The first item of business** was the swearing-in ceremony for the Commission members.

**The second item of business** was approval of the draft Minutes from the December 15, 2020 meeting.

Upon a Motion by Arthur Lowry, seconded by Francine Mills, the Commission unanimously approved the draft Minutes as submitted.

**For the third item of business,** Chairperson Duda opened the floor for comments from the public on agenda items.

It was noted that no comments from the public were received regarding any of the agenda items.

**The fourth item of business** was a special exception application and conceptual site plan for a proposed townhome development near the intersection of East Liberty Street and McFarland Road.

Planning Director Breakfield indicated the following regarding the 2 sketch plan submittals from Earl Coulston:

1. The December 15th meeting Minutes were included in your meeting packet for background on this project. In summary, the PC recommended that the subject property be rezoned from HC - Highway Commercial to R5 – Multi-family residential and that the proposed special exception application/conceptual site plan for the townhome development be revised per the notes in December 15th Minutes. In particular, the developer stated that he would meet the 35 % open space requirement and agreed to the exterior façade materials as requested by the PC.
2. The applicant has taken the comments from the PC as well as City staff and submitted the revised attached conceptual site plan for your review. City staff has reviewed the revised site plan and provided comments to the applicant.
3. The revised site plan shows the requested façade materials; however, please note that the revised drawings show less than the requested 35% open space. The applicant will discuss the open space issue.
4. Please be mindful that the PC must render a recommendation to the Board of Zoning Appeals (BZA) regarding the special exception application and conceptual site plan. The BZA will take the PC recommendation, conduct a public hearing, receive public feedback and make a final decision on the matter.
5. The PC recommendation regarding the rezoning application will be presented to York City Council. Council will then review the PC recommendation, conduct a public hearing(s), receive public feedback and make a final decision on the matter. If the development plan is not approved, the applicant has indicated that he would not proceed with the rezoning request.

After discussion and based upon a Motion by Matt Hickey, seconded by Charles Brewer, the Commission conditionally recommended that the application be approved (Arthur Lowry voted in opposition) based on the following requirements being met:

- A maximum of 10% of the townhome units may be rental at any one time

- All pertinent City regulations being met

**The fifth item of business** was a sketch plan for proposed residential subdivision on a 2.48 acre tract bounded by Washington Street, West Madison Street and Lowry Row.

**The sixth item of business** was a sketch plan for proposed residential subdivision on a 2.82 acre tract at the intersection of New Street and Hill Street.

Planning Director Breakfield indicated the following regarding the application:

- Jamie Smith has provided the proposed sketch plans for two subdivisions.
- Mr. Smith would like to receive input from the PC and City staff regarding requirements and desired concepts for the projects.
- Once Mr. Smith receives feedback, he will submit more detailed preliminary and final plats in the near future.
- Comments from City staff were provided to the applicant before the meeting and to the PC at the meeting.

After much discussion, and by affirmation, the Planning Commission asked for a more detailed plan for both subdivisions to be brought to a subsequent meeting.

There being no further business, the meeting was adjourned at 8:00 pm.

Respectfully submitted,

C. David Breakfield, Jr. MCP, AICP  
Planning Director

cc: File – Planning Commission 1/25/2021  
Seth Duncan, City Manager